

A PARENT GUIDE



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|------------------|----------------|
| Griffin's Alley | (604) 517-5938 |
| Hilltop Hideaway | (604) 517-5918 |
| Kids' Korner | (604) 517-6058 |
| Klub Kelvin | (604) 517-5958 |
| Misty Meadows | (604) 517-6088 |
| Park Place | (604) 517-5998 |
| Tweedsmuir | (604) 517-6078 |
| QE Club House | (778)237-4383 |

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

MISSION STATEMENT

Westminster Children's After School Society (WCASS), a non-profit society, envisions New Westminster as a community in which safe, quality; affordable childcare is available to all families. WCASS operates in a co-operative, mutually respectful atmosphere with the families, trustees, staff and administration of the schools, which are WCASS's primary base of operations. WCASS is a provider of and advocate for childcare; a strong voice for allocation of space and funding for childcare; and actively works together with community partners.

WCASS is a non-profit society operated by a parent driven Board of Directors. The Society operates the following programs:

GRIFFIN'S ALLEY (Glenbrook Middle School) → 6 to 12 year-olds
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

HILLTOP HIDEAWAY (Sir Richard McBride School) → 5 to 12 year olds
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

KIDS' KORNER (John Robson School) → 6 to 12 year-olds
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

KLUB KELVIN (Lord Kelvin School) → 6 to 12 year-olds
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

MISTY MEADOWS (F.W. Howay School) → 5 to 12 year olds (Kindercare)
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

PARK PLACE (Home Park School) → 5 to 12 year olds (Kindercare)
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

TWEEDSMUIR (Lord Tweedsmuir School) → 5 to 12 year olds (Kindercare)
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

QE CLUB HOUSE (Queen Elizabeth School) → 6 to 12 year olds
Before and after school (7:00a.m. to 9:00 a.m. and 2:45 p.m. to 6:00 p.m.)
Non-instructional days (7:00 a.m. to 6:00 p.m.)

All out-of-school programs operate year round, with the exception of Statutory Holidays.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

PURPOSE OF OUR CENTRES

Our Out-of-School Care Programs provide a safe, warm environment that seeks to meet the needs of all children, aged five to twelve. Our Kindercare Programs offer care for children enrolled in the school's Kindergarten Program who need care the other half of the Kindergarten day. (A minimum of six children per school is needed in order to run a Kindercare program). Our Centres are inclusive, and promote self-confidence and responsibility with creative choices for each child, supervised at an age-appropriate level.

PHILOSOPHY

- WE BELIEVE School-aged children are at an age of continual testing; making decisions about what is right and wrong, and learning appropriate behaviour.
- WE BELIEVE In teaching children that there are other options when dealing with most situations. We try to help children make the best choices.
- WE BELIEVE Consistency, routine and communication are essential ingredients in a happy, successful centre.

OBJECTIVES OF THE CENTRE

- To operate during hours when supervision for children of working parents is most needed.
- To endeavour to meet the needs of every child by offering a wide range of group and solitary activities.
- To provide staff who will recognize individual needs and allow time for them; and offer more than just a babysitting service.
- To provide cooperative assistance to the working parent in giving guidance and direction to their child. Parental responsibility is essential, and the kind of supervision their child will receive ultimately rests with the parent.
- To provide a base that all children are responsible to and operate from.
- To establish reasonable limits and expectations for each child, consistent with the child's ability to understand them.
- To make use of available resources within the community for the benefit of the children and staff.

REGISTRATION INFORMATION

Upon registration, a **non-refundable** customer deposit in the amount of \$100 per child is required to reserve the space. This deposit will be applied toward the last month's fees provided one month's notice is given. If the child is withdrawn without one month's notice, the \$100 deposit is applied to the last month's fees in lieu of notice. In the event of cancellation, this deposit is **not refundable**.

When a child is registered, the parent or guardian is required to fill out a Registration Package, including a Registration Form, an Emergency Information Form, an Earthquake Contact Form, Pre-authorized Debit Authorization form and a Pickup Instructions Form. Sign and return a copy of the Parent Agreement to the Team Coordinator. It is the direct responsibility of the parents to promptly advise the

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

Centre of any changes in address, telephone numbers, alternate pickup person and times, medical information, etc. These records are essential to the well-being of the child and are updated annually each September. Information will only be released to the parent whose signature is on the Registration Form. If a non-custodial parent is to receive information about a child, they also need to sign the registration form.

The child will be accepted into the Centre for a one-month probationary period. If, after one month, the centre is unable to meet the needs of the child, the parent will be asked to find alternate childcare arrangements.

Although all files are confidential, the Licencing Officer has access to all files.

WAITING LIST

If an out-of-school program is full, a waiting list is kept of names of families wanting care. Priority is given to those families wanting full-time Out-of-School-Care. A list is also kept of families only wanting part-time care or during holidays and breaks. If a spot becomes available, the first family on the list is contacted by phone. If their needs have changed, the next family is contacted, etc., until a replacement is found. Preference is given to siblings of children already enrolled in the programs. If a Centre provides care for children attending another school (i.e. Park Place) children attending the school where the Centre is located will be given priority. Preference for the Spring Break, Summer and Christmas programs is given to children previously enrolled in these programs.

SUMMER REGISTRATION

The Centres have a special registration procedure for the summer program. Children already registered in the Centre will be given priority, but must register by May 31st in order to take advantage of the lower fees. Spaces not filled at the end of May will be made available to parents needing summer care only. A full one-month's notice is necessary to change weeks booked over these two months. **Provided staff is notified, parents will be guaranteed a space in September if they wish to take their children out for the summer.** For new children, a \$100 customer deposit is required upon registration.

FEES

All fees are due and payable by the First day of each month and will be processed by way of pre-authorized automatic debit. All parent fees are processed by automatic debit and authorization is a requirement of registration. **No exceptions will be made.** Drop-In fees will be calculated and debited to your account the last day of each month. In the event a payment is returned NSF, a \$25 late charge and a \$20 bank-processing fee will be added to the amount owing. Total amount will be re-cleared within three days. If arrears are not paid by the 20th day of the month, your child's space will be revoked, and care will no longer be provided. If a child is taken out of the Centre during the school year for holidays, you will be required to pay for the full month in order to retain the space. Arrangements for July and August are to be made by May 31st each year and we require a month's notice for any changes.

A \$100 **non-refundable** customer deposit is required upon registration. For parents receiving subsidy, written subsidy authorization and a \$100 **non-refundable** customer deposit are required upon registration. The deposit will be held on account, and applied to the last month's fees for the child. One month's written notice is required, before the end of the previous month, to withdraw a child from the Centre. If the child is withdrawn without notice, the \$100 customer deposit will be applied toward the next month's fees in lieu of notice.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

Receipts are issued once a year, in January, for income tax purposes, or when a child is withdrawn from the Centre. Receipts are issued immediately for cash payments.

LATE PICKUP - FEE CHARGE

It is your responsibility to have your child picked up by 6:00 pm. All centres close at 6:00 p.m. and staff are off duty. It is against Licencing regulations to leave any child unattended. If you have an emergency, please have an alternate pick up your child. Parents who arrive at the Centre later than 6:00 p.m. will be charged \$10 for every fifteen minutes per child or portion thereof that they are late. This money is payable immediately upon pickup for each child and is payable directly to the staff on-duty at the time.

CHILD'S REGISTRATION AND RECORDS

It is the direct responsibility of the parents to promptly advise the Centre of any changes in address, telephone numbers, alternate pickup person and times, medical information, etc. These records are essential to the well-being of the child and are updated annually. Information will be released only to the parent whose signature appears on the registration form. If a non-custodial parent is to receive information about a child, they also need to sign the registration form. Although all files are confidential, The Licencing Officer has access to all files.

THINGS TO KNOW

1. If your child has not arrived at the Centre after dismissal from school in the afternoon, the staff will notify you. If your child will not be attending after school, please advise the Centre.
2. Children must check in and be recorded on the attendance sheet.
3. It is the parent's responsibility to sign the child in every morning, and sign the child out in the afternoon.
4. Definite instructions are kept on file about a child leaving the Centre. The names of anyone, other than the custodial parents, who may pick up a child, must also be on record. Any changes must be made in writing to the Team Coordinator.
5. Please be prompt in picking up your child. If you are detained and will be late, please phone the Centre and let the staff know when to expect you. If we have not heard from you, the procedure is as follows:
6. A staff member will phone your home and place of employment.
7. If there is no answer, the alternate person listed on the registration form will be contacted.
8. If no one is available, **as a last resort**, the Ministry For Children and Families will be contacted to come and get your child. You may phone (604)-660-8180 to learn the whereabouts of your child.

STAFF

The Centres provide quality programs with a variety of activities, which are both enjoyable and stimulating for the children. For this reason, it is our goal that all staff members have had training and/or experience in the field of childcare, and in addition, have their own individual area of training and expertise. It is our policy that all staff members hired by the Society are to be trained in Emergency First

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

Aid. All staff must also have a Criminal Records Check, Food Safe Certification, Doctor's letter of suitability, and up-to-date immunization in accordance with Licencing regulations.

FOOD

The Centre provides a nourishing snack each afternoon. Children must provide their own lunches. On full days the Centre provides a snack morning and afternoon. An optional breakfast program is available or a small additional charge. Please leave candy and gum at home.

HEALTH AND MEDICATION POLICY - ILL CHILDREN

Infectious Illnesses and Their Symptoms:

| | |
|----------------------------------|---|
| Chicken Pox: | Slight fever, blister-type rash |
| Fifth Disease: | Raised, red, warm rash, first appearing on cheeks |
| Hand/Foot/Mouth Disease: | Fever sore throat, small greyish blisters in mouth |
| Impetigo: | Skin infection with moist purulent, yellow crusted sores surrounded by redness |
| Influenza (Flu): | Fever, headache, muscular aches & pains, exhaustion, running nose, sore throat. Sometimes nausea, vomiting, diarrhoea |
| Measles: | Fever, inflamed eyes, dry cough, runny nose, red blotchy rash, white spots in mouth |
| Meningococcal Meningitis: | Fever, intense headache, nausea, vomiting, stiff neck |
| Mononucleosis: | Acute fever, sore throat, swollen glands, tiredness |
| Mumps: | Fever, headache and inflammation of the salivary glands - sometimes there is no swelling |
| Pertussis: | Runny nose, repeated violent coughing followed by characteristic whoop |
| Pink Eye: | Teary, red, irritated itchy eyes with swollen lids and thick yellow discharge |

Parents are required to keep children at home in the event of an illness. If a child arrives at the Centre, and the staff determine the child has a fever or is too ill to be there, the child's parent(s) will be called to come and take the child home. If the parent(s) cannot be reached, the emergency contact will be called. If the child becomes ill during school, it is the school's responsibility to follow their emergency procedures, and contact someone to pick up the child. A sick child will not be accepted into the Centre from the school.

Until the pickup person arrives, the child will be kept in isolation, away from the other children to prevent spreading infection, and with a staff in attendance. If a child is bleeding, vomiting, urinating or defecating, universal precautions will be used in handling any bodily fluids. Disposable rubber gloves will be used, and any contaminated area will be sprayed with a bleach mixture (1 tsp. Bleach in 2 cups water, remixed daily) to disinfect it. Adults and children should practice good personal hygiene, including washing hands carefully after toileting, sneezing and coughing, after touching pets and animals, and before food preparation, to help prevent the spread of infection. Adults and children should also cover mouth and nose when sneezing and coughing, and dispose of articles soiled with discharge from nose and/or mouth.

If a child appears to have an infectious disease the above safety procedures will be followed. In the case of pinkeye, the child can return once treatment has begun. In the event of other infectious diseases, the child and return once a doctor has indicated the child is no longer contagious.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

In the case of Head lice, the parents must follow through on the accepted treatment. All dress up clothes and hats will have to be washed, and a general cleanup of the cubby area will help to prevent spread of Head lice. All infectious or contagious conditions will be reported to the Simon Fraser Health Unit, the school, and the other parents in the program.

ADMINISTRATION OF MEDICATIONS

In accordance with Ministry of Health guidelines, if it is absolutely necessary that prescription medication be administered while a child is in the care of the Centre, we must first receive a completed permission form. Medication must be in the original container. A staff member will give the medication in the amount/time indicated on the original prescription. In order to administer any non-prescription medication, we must first receive a doctor's note stating that the child is able to take this medication. Details, including frequency, time and amount to be administered must be specified. Forms are available from staff members. Children must not keep their own medication in their backpacks. This puts other children at risk, as they will then have access to it.

At the discretion of the staff, parents will be expected to pick up children who are unable to cope with the Centre's activities.

PROGRAMS

Time is set aside each day for special activities such as arts and crafts, sports, games, baking, clubs, and outdoor free play. However, there is always time for child-initiated play, with the choice of a quiet activity alone or with a friend. Part of every day may be spent outside, weather permitting. Excursions are planned and you will be given ample notice prior to a trip, with the exception of outings in the immediate neighbourhood of the school.

Program schedules of activities and outings will be made available before the Christmas Break, Spring Break and summer. Please note that schedules are tentative and may be adjusted to suit the needs of the Centre. The staff reserves the right to ask all children to participate in an outing if there are not a sufficient number of children to keep back at the Centre. At no time will a staff member stay back at the Centre alone with a child while the others attend an outing. This policy is in effect due to Licencing Regulations and Supported Child Care policy. If a parent denies permission for a child to attend a field trip, it is the parent's responsibility to make alternate care arrangements for their child on that day.

While on a field trip, the staff carries a first aid kit and a cell phone in case of emergencies. Please be sure that you know the cell phone number as well as the phone number for the Centre.

CLOTHING

Your child should wear washable, comfortable clothing while at the Centre, appropriate for the weather. It is of great assistance to everyone if your child's clothing and boots are labelled. During the summer, your child must have a towel and bathing suit at the Centre each day, as there may be days when swimming or water play is not planned, but would be a great activity on a hot day. (Please see swimming policy). Swimwear is to be taken home each weekend to be laundered. If you wish your child to wear sunscreen, please send a bottle of sunscreen to the Centre clearly marked with your child's name. It is against Health Regulations for staff to supply sunscreen for children. All children and staff are required to wear WCASS T-shirts on field trip days.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

BEHAVIOUR GUIDELINES

***** Parents - Please Note *****

Respect is the key to all behavioural management in the centre. This includes respect for oneself, other children, and staff as well as toys and supplies in the centre. Any consequence laid out by the staff will relate directly to the child's behaviour. Staff will ensure this relationship is made clear to the child. We feel that we can best deal with the children when and where a problem occurs. However, it is important that the child realizes that parents are kept informed of the behaviours and incidents that occur in the Centre. On occasion, if the Team Coordinator feels it could be beneficial, reinforcement from home may be advised.

The Centre will notify you if your child's behaviour becomes a problem, and a consultative process will be initiated as per our Discipline Policy. If, in the opinion of the staff and the Program Coordinator, the Centre can no longer meet the needs of the child or family, the family will be asked to find alternate care for their child.

DISCIPLINE POLICY

GOAL:

The goal of the Discipline Policy is to assist children in developing self-control, self-confidence and ultimately, self-discipline and sensitivity in their interactions with others.

Children are expected to behave as outlined in the Social Contract posted at the centre. The key to all behaviour expectations is respect: for the children and staff, for the toys and equipment, and for the centre itself.

At no time will children be subjected to shoving, hitting, shaking, spanking or any other form of corporal punishment, harsh, belittling or degrading treatment, whether verbal, emotional or physical, that would humiliate the child or undermine the child's self-respect; be confined, physically restrained or kept, without adult supervision, apart from other children or deprived of meals, snacks, rest or necessary use of a toilet as a form of punishment.

PREVENTION AND INTERVENTION STRATEGIES:

We encourage children to talk through their own problems and conflicts, and to make appropriate choices and compromises. However, if a child seems unable to cope in a situation, the staff will intervene. The staff will reinforce appropriate behaviours in order to maximize opportunities for desirable behaviour.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

In the event that a child makes a choice that infringes on the safety and protection of self, others or the environment, the staff will employ various strategies such as:

- Helping the child express feelings verbally
- Holding the child to protect him/her and or other children until self-control is regained. In the event a child is held for safety reasons, an incident report will be filed with the Licencing Officer as required.
- Limiting use of equipment
- Modeling problem-solving skills
- Offering appropriate choices
- Redirecting
- Setting clearly defined guidelines/limits which are consistently enforced
- Time away - this involves the child being removed from the other children and discussing with the staff the effects of the undesirable behaviour
- Using logical and reasonable consequences

If the behaviour becomes unmanageable, the parent(s) and the Director of Programs will be notified, and a meeting will be held with the staff, parent(s) and child to discuss strategies. The Director of Programs may attend any/all meetings.

If the strategies agreed upon do not work, the parent(s) will be contacted, and the child will be suspended for one day. The child will be required to sign a behaviour contract before returning to the Centre. The second such incident will result in a week's suspension. The third such incident will result in the parent being given two weeks notice to find alternate care for the child. All such disciplinary actions will be undertaken in consultation with the Director of Programs and the WCASS Board of Directors.

In instances where the safety of the child, the staff or other children is jeopardized, the Director of Programs will be notified and a course of action will be decided, which could include advising the parent that care will no longer be provided, and the parent will be required to remove the child immediately from care. WCASS Board of Directors will be informed of any such action.

With the written permission of the parents, the Team Coordinator may consult with the School Staff regarding the child's behavior in order to determine if it is Centre specific or a general concern.

Our policy regarding questions about sex is as follows: We feel that a child's curiosity about sex is a normal part of child development. The staff will answer questions as honestly as possible at an age appropriate level. If it is felt that the question is too sensitive in nature, the staff may choose to redirect the child to the parent, and the parent will be informed of the child's question. Parents are encouraged to consult with the staff if they have a concern.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

LINES OF COMMUNICATION

- When there is an issue with a childcare staff, the parent should attempt to resolve the issue with the person in question
- When the issue cannot be resolved with the person in question the parent should then talk to the Team Coordinator
- When the issue is beyond the scope of the Team Coordinator or the issue cannot be resolved at that level, then the parent should speak with the Director of Programs.
- If the concern has not been addressed satisfactorily in discussion, or if the parent wishes to follow-up in order to have a record, they should write the Director of Programs and await written response.
- If the concern has not been addressed to satisfaction, the Director of Programs will extend the option of submitting the concern in writing to the Board with explanation of concern, steps taken to date and a clear request for the desired outcome.
- The Board must look at each item individually to determine if further research is required before any motion is put forward; to table the request and strike a committee to research the complaint; to decline the request; or to acknowledge or grant the request. The Board response must be in writing and within a reasonable time frame.
- The Director of Programs is the main contact for the Society and welcomes discussion at any time throughout these steps. The Director of Programs can be contacted via e-mail at wcass@shawcable.com.

CENTRE INFORMATION

For information on any of our programs, please call the Centre directly, between 7:00 a.m. and 9:00 a.m. or 3:00 p.m. and 6:00 p.m. If you are unable to reach the Centre, please contact the Director of Programs during regular business hours or by e-mail anytime.

| <u>CENTRES</u> | <u>PHONE NUMBERS</u> | <u>CELL NUMBERS</u> |
|--|----------------------|---------------------|
| Griffin's Alley (Glenbrook Middle School) | (604) 517-5938 | (604) 805-0198 |
| Hilltop Hideaway (Richard McBride School) | (604) 517-5918 | (604) 805-1615 |
| Kid's Korner (John Robson School) | (604) 517-6058 | (604) 805-0951 |
| Klub Kelvin (Lord Kelvin School) | (604) 517-5958 | (604) 805-0143 |
| Misty Meadows (F.W. Howay School) | (604) 517-6088 | (604) 760-4372 |
| Park Place (Hume Park School) | (604) 517-5998 | (604) 805-1206 |
| Tweedsmuir (Lord Tweedsmuir School) | (604) 517-6078 | (604) 805-2734 |
| QE Club House (Queen Elizabeth School) | (778) 237-4383 | |
| Administration Office: | | |
| Director of Programs | (604) 540-1688 | (604) 377-0389 |
| Administration Officer | (604) 540-1688 | |
| Fax | (604) 540-1683 | |

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

SWIMMING POLICY

POOLS

Ratio of staff to children is 1:10

Children nine years of age and under **must** be accompanied by and under **the direct supervision of a responsible adult**. They **must** also wear a lifejacket while in the pool or on the pool deck.

Children over nine years of age who swim at the Red Cross *Aquaquest 5* level and/or are more than 42 inches tall will be allowed to swim without a lifejacket, provided the parent has given written permission, and a copy of their *Aquaquest 5* level is on file at the Centre.

Permission to swim at any age **must be given by the parent**.

Direct supervision requires the responsible staff to be at all times:

1. In the water or at the water's edge directly watching the child/children.
2. Aware of each child's whereabouts and physical condition.
3. Close enough to each child to reach him/her immediately and prevent harm to the child.

BEACH TRIPS

On any field trip to a beach, the children will be allowed to wade only. Swimming will not be permitted.

Direct supervision requires the responsible staff to be at all times:

1. In the water or at the water's edge directly watching the child/children.
2. Aware of each child's whereabouts and physical condition.
3. Close enough to each child to reach him/her immediately and prevent harm to the child

REGISTRATION PACKAGE



Please fill out all forms completely and accurately. We realize there is some duplication of information. However, each form constitutes a legal contract with the society, and must have your signature attached. The information on the emergency forms must be accurate, since it is this information that accompanies your child to a medical facility in the event of a medical emergency. You must include a minimum of two emergency contact names and numbers in order for your child to attend any of our centres. Information regarding your child(ren) will only be released to the parent whose signature appears on all the forms. If you require some information be released to a spouse, ex-spouse, or other guardian, that person's signature must also be affixed to all forms.

Thank you for your cooperation. If you have any questions or concerns, please contact your Team Coordinator, or Mike Graham, Director of Programs at (604) 540-1688.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

REGISTRATION FORM

Name of child: _____ Sex: M F
(Surname) (Given names)

Name child responds to: _____ Home phone: _____

Address: _____ Postal code: _____

How long have you been at the above address: _____ Rent Own

Child's birth date: _____ Date of enrolment: _____
(YYYY/MM/DD) (YYYY/MM/DD)

Parent(s)/Guardian(s) (Indicate who to contact first): _____

Mother's full name: _____ Home phone: _____

Address if different: _____ Postal code: _____

Birth date: _____ Social Insurance Number: _____
(YYYY/MM/DD)

Work place: _____ Work phone: _____

Cell phone: _____ E-mail address: _____

Father's full name: _____ Home phone: _____

Address if different: _____ Postal code: _____

Birth date: _____ Social Insurance Number: _____
(YYYY/MM/DD)

Work place: _____ Work phone: _____

Cell phone: _____ E-mail address: _____

Alternate person to call in case of emergency:

Name: _____ Relationship: _____ Phone: _____

Family Doctor: _____ Doctor's hospital: _____

Phone: _____ Address: _____

Medical plan: _____ Group# _____ ID# _____

Family Dentist: _____ Phone: _____

Plan: _____ Group # _____ ID# _____

Other children living at home (Name(s)/Relationship/Date(s) of birth):

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

IMMUNIZATION RECORD

DATE(S) OF IMMUNIZATION

Tetanus/Diphtheria (Td): _____
Poliomyelitis: _____
Measles (or MMR): _____
Rubella (or MMR): _____

INSTRUCTIONS FOR CARE GIVER:

(Specify) _____

Person(s) who have permission to call for Child:

_____ Phone: _____
_____ Phone: _____
_____ Phone: _____

- 1. Health Problems: _____
- 2. Medications: _____
- 3. Vision, Speech, Hearing 4. Allergies: _____
- 5. Special Diet: _____
- 6. Food dislikes/eating habits: _____
- 7. Religions/Ethnic Observances: _____
- 8. Language (if other than English): _____
- 9. Others: _____

Has the child had other experiences away from home? Yes No

Were there any special problems? Yes No

Describe (when/where/how long?) _____

Parent Comments (if any): _____

I would like to learn more about WCASS and its operation as a Non-Profit, Board-run Society. Yes
No

Information provided by: _____ Date: _____
(Signature of Parent/Guardian) (YYYY/MM/DD)

Information received by: _____ Date: _____
(Signature of Team Coordinator) (YYYY/MM/DD)

Although all files are confidential, the Licensing Officer has access to all files.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

CONSENT REGARDING AN ILL CHILD

(Consent for an ill child to be taken to emergency when parent cannot be contacted.)

It is WCASS Policy that a parent is notified when a child is ill or needs medical attention. Occasionally a parent cannot be contacted, and we need to get immediate help for the child. Our procedure is to take the child to the nearest emergency service. In the event that a child in care requires Ambulance transportation, the parent is responsible for any costs incurred.

Please sign the consent below so that appropriate action can be taken on behalf of your child. This consent form accompanies your child to the emergency centre.

I hereby give consent for my child, _____, to be taken to the nearest emergency centre by facility staff if deemed necessary, and I cannot be contacted. I understand that I am responsible for any ambulance costs.

Signature of parent/guardian: _____ Date: _____
(YYYY/MM/DD)

Witnesses to parent/guardian signature:
1. _____ Date: _____
(YYYY/MM/DD)
2. _____ Date: _____
(YYYY/MM/DD)

Name of parent/guardian: _____ Place of work: _____

Home address: _____

Home phone: _____ Work phone: _____ Cell phone: _____

Emergency contact:

Name: _____ Phone: _____

Personal Health # _____ Allergies: _____

Family Doctor: _____ Doctor's phone # _____

Doctor's address: _____

Child's full name: _____ Birth date: _____
(YYYY/MM/DD)

Date of last immunization: _____
(YYYY/MM/DD)

Dentist's name: _____ Phone: _____

Dentist's address: _____

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

EARTHQUAKE EMERGENCY INFORMATION FORM

Please fill in one form per family

Family surname: _____

Name(s) of children attending program:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Address: _____

Centre Name: _____

List names of alternate adults to pick up your children if you are not able to reach the Centre. Please discuss/confirm this information with the adults listed. We recommend that these adults live close to the school and are available during the day.

| | NAME | PHONE NUMBER |
|----|-------------|---------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

In the event of a serious earthquake, I understand that my child(ren) will stay under the supervision of Westminster Children's After School Society (WCASS) personnel until a family member or one of the individuals identified above arrives to assume responsibility. I also understand that WCASS personnel may have to make a decision to send my child(ren) to an alternate supervised situation and/or authorize medical treatment.

Signature of parent or guardian: _____

Date: _____
(YYYY/MM/DD)

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

CHILD PICKUP INSTRUCTIONS

_____ Out-Of-School-Care, located at _____
School, concerning the daily pickup of my child(ren): _____

A. I give my consent for the following people to pick up my child(ren) in my absence.

| | NAME | PHONE NUMBER |
|----|-------------|---------------------|
| 1. | _____ | _____ |
| 2. | _____ | _____ |
| 3. | _____ | _____ |

Anyone Else, other than the above listed, is not permitted to pick up my child(ren). If there should be an exception, I will send written consent with that person.

_____ Date: _____
(Signature of parent or guardian) (YYYY/MM/DD)

B. I do not give consent to anyone else other than myself to pick up my child(ren). If there is any future exception to this instruction, I will send written consent.

_____ Date: _____
(Signature of parent or guardian) (YYYY/MM/DD)

_____ Date: _____
(Signature of Out-of -School Care staff member) (YYYY/MM/DD)

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

NEW CHILD INFORMATION

(For administration purposes only)

Child 1:

Centre name: _____

Parent's name: _____

Child's name: _____

Address: _____

City: _____

Postal code: _____

Home phone: _____

Cell phone: _____

Work phone: _____

E-mail address: _____

Child 2:

Centre name: _____

Parent's name: _____

Child's name: _____

Address: _____

City: _____

Postal code: _____

Home phone: _____

Cell phone: _____

Work phone: _____

E-mail address: _____

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

SWIMMING PERMISSION FORM - CHILD NINE YEARS OR OLDER

(Fill in only one of A or B)

Option A

I _____, give permission for my child, _____, to swim with a life jacket any public pool in the Lower Mainland.

(Signature - Parent)

(Signature - Team Coordinator)

(Name of Centre)

(Date - YYYY/MM/DD)

Option B

I, _____, give permission for my child, _____, to swim without a life jacket any public pool in the Lower Mainland. My child is 42" or taller, Yes No , or my child has Red Cross Aquaquest Level 5 or higher, Yes No . I have attached a copy of my child's Red Cross Aquaquest badge (Level 5 or higher).

(Signature - Parent)

(Signature - Team Coordinator)

(Name of Centre)

(Date - YYYY/MM/DD)

Should my child turn nine years old, and attain a height of 42 inches or pass Red Cross Aquaquest Badge (Level 5); and I wish my child to swim without a life jacket, I understand that any change of permission must be given by me in writing.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY



Westminster Children's After School Society

FEE SCHEDULE – 2009/2010

OUT OF SCHOOL CARE (grades 1 – 7)

| | |
|---|---------------------------|
| MONTHLY (before and after school) | \$350.00 per month |
| PART TIME (Pro-D days & school holidays) | \$38.00 per day |
| PART TIME (before and after school) | \$21.00 per day |

KINDERCARE (before /after school, lunch supervision & the other half of the Kindergarten day)

| | |
|---|---------------------------|
| MONTHLY | \$615.00 per month |
| PART TIME (Pro-D days & school holidays) | \$38.00 per day |
| PART TIME | \$35.00 per day |

KINDERCARE (11:30 a.m. to 2:45 p.m. or 9:00 a.m. to 12:30 p.m. only, depending on when Kindergarten takes place.) Care is offered to children for lunch supervision and the other half of the Kindergarten day. In order to maintain licensing ratios, these children cannot arrive before 9:00 a.m. and must be picked up no later than 2:45 p.m.

| | |
|----------------------------------|---------------------------|
| HALF TIME KINDARCARE ONLY | \$280.00 per month |
| HALF TIME (Part Time) | \$18.00 per day |

An optional breakfast program is offered at a cost of 75 cents per day

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

PARENT AGREEMENT

(Parent signs two copies; one is for the Centre and one is for your records)

ARRIVAL AND PICKUP

- It is the responsibility of the parent to ensure their child gets to the Centre.
- It is the responsibility of the parent to sign the child in and out each day. This is a Licencing requirement.
- Children are expected to come directly from school to the Centre. If a child does not arrive within a reasonable amount of time, parents will be notified.
- A child will be released to go to a friend's house only if the parent has given permission to the staff to do so. A child will not be released on his/her word alone.
- Specific arrangements must be made with regard to children leaving the Centre. The child must be picked up either by the parent or someone else whose name has been specified on the form listing alternate people who may pick up the child.
- If a person who is not recognized by the Centre staff, shows up to pick up a child, the person will be asked to show identification. If the person's name matches one of those listed, the child will be released. If the person's name does not match one of the names specified as an authorized pickup, the child will not be released. The **only** exception to this is if the staff receives prior written notice from the custodial parent regarding pick-up by this person.
- Our responsibility for the child ends when the parent or alternated has signed out the child.

LATE PICK UP

If any child is not called for at closing time, the following procedure must and will be observed according to the regulations:

1. A staff member will phone your home and place of employment and any cell phone number listed with us.
2. If there is no answer, the alternated person listed on the registration form will be contacted.
3. If no one is available, as a last resort, the Ministry for Children and Families will be called to pick up your child. Phone (604) 660-8180 for information.

FIELD TRIPS AND EXCURSIONS

The children may be taken on a variety of program outings during the holiday seasons and Professional Days. All trips will be carefully planned and adequately supervised, and all parents will be informed about them prior to their taking place. The exception may be outings in the immediate neighbourhood. Signing the Parent Agreement indicates your consent to have your child(ren) participate in the Centre's field trips. Special consent forms regarding swimming trips and photos/videos must be signed as well. The children will travel by public transport, rented school buses, and occasionally in properly insured personal staff vehicles. Children are required to wear WCASS Field Trip T-Shirts on all trips.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

MEDICAL

If a child exhibits any of the signs and symptoms of illness, he/she will not be allowed to attend the program. If the child becomes ill during program hours, he/she will be isolated to stop the spread of infection, and the child's parents or emergency contact will be called to pick up the child.

The staff must be notified in writing about any medical concerns the children have (e.g. diabetes, special medications, etc.). If you wish the Centre to administer medication, you must sign the form entitled *Consent To Administer Medication*.

In the event of any emergency requiring medical/dental attention, parents will be phoned immediately. If the child is transported by ambulance, the parents are responsible for any costs incurred for the transportation.

GENERAL

Westminster Children's After School Society is a non-profit society to which all families belong. It is operated by a Board made up of parents and community volunteers. Parents are strongly encouraged to participate by sitting on the Board of Directors, and/or attending the Annual General Meeting held each May. Parents are welcome to attend any meeting of the Board of Directors as non-voting observers. They can contact the Director of Programs or Board President to find out the time and place of the meeting. Childcare is provided, but the staff must be notified three days in advance so arrangements can be made.

Occasional parent meetings will be called at which time program content and concerns will be shared and discussed. The Centre staff must be informed of any event or change in routine at home that might affect the child's behaviour. The Behaviour Guidelines used by the Centre are clearly stated in the Parent Guide, and parents will support decisions made by the staff during Centre hours.

PHOTOGRAPHS

Occasionally photographs may be taken of the children during Centre hours, and these photographs may be published. Videos may be taken for classroom purposes, not for publication. Parent consent is required for children to be in these photographs and videos.

(Signature for photo/video consent)

As a parent of a child enrolled in a Westminster Children's After School Society Program, I state herewith that I have read the *Parent Guide* and I agree to comply with the above mentioned Centre guidelines in the *Parent Agreement*.

(Parent's signature)

(Date - YYYY/MM/DD)

(Team Coordinator's signature)

(Date - YYYY/MM/DD)

(Centre Name)

(Date - YYYY/MM/DD)

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

PRE-AUTHORIZED DEBIT (PAYMENT)

Pre-Authorized Debit (PAD) benefits to Westminster Children's After School Society's Parents:

- Saves hassles:** The exact amount is always debited on the predetermined date. No chance of inadvertently spending the money before the cheque has cleared (NSF).
- Saves money:** No postage, no envelopes and no cheques. **As long as there are funds in your account to cover your monthly fees**, there is no chance of late payment fees or interest charges.
- Internal efficiencies and accountability assist us in maintaining affordable parent fees - saving you money!
- Saves time:** No writing cheques and having to remember to mail or drop them off. No last minute rushing across town to ensure your payment is on time.
- Saves worrying:** Your cheque, with account number, address, signature and phone number is not in circulation. Those committing fraudulent activities often use information found on cheques that are stolen from homes, offices and postal boxes.

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

PAYOR'S AUTHORIZATION FOR PRE-AUTHORIZED DEBITS

(For out of school care services)

1. Payor's name and address. Please print.

I/We warrant and represent that the following information is accurate.

Mr. Mrs. Ms. Miss _____
(circle) (Surname) (First name)

Address: _____
(Street) (Town) (Postal code)

Telephone number: _____

Child 1: _____
(Surname) (First name) (Centre)

Child 2: _____
(Surname) (First name) (Centre)

Child 3) _____
(Surname) (First name) (Centre)

Child 4: _____
(Surname) (First name) (Centre)

(Name of Payor's Financial Institution - *the Processing Institution*)

Account Number: -

(Street) (Town) (Postal code)

I/We have attached a specimen cheque marked "VOID" to this payor authorization. (*the Authorization*).

I/We inform the Payee, in writing, of any change in the information provided in this section of the Authorization prior to the next due date of the PAD.

2. Payee's Name and Address. Please print.

Name of Payee (*the Payee*): Westminster Children's After School Society

Address: 811 Royal Avenue, New Westminster, BC V3M 1K1
(Street) (Town) (Postal code)

Telephone number: (604) 540-1688

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

3. I/We acknowledge that the Authorization is provided for Westminster Children's After School Society and the Processing Institution and is provided in *Consideration of Childcare fees* against my/our account, as listed above, (*the Account*) in accordance with the Rules of the Canadian Payments Association.
4. I/We warrant and guarantee that all persons whose signatures are required to authorize withdrawals from the Account have signed the authorization below.
5. I/We hereby authorize the Payee to issue Pre-Authorized Debits (as defined in Rule H4 of the Rules of the Canadian Payments Association) (*the PAD*) drawn on the Account, for the following purpose: *Out of School Childcare Monthly Parent Fees.*
6. I/We may cancel the Authorization at any time upon providing one (1) month written notice to Westminster Children's After School Society that Childcare Services are no longer required.
7. The Payee will provide to me/us, at the address provided in Section 1:
 - a. with respect to fixed amount PADs, written notice of the amount to be debited (*the Payment Amount*) and the date(s) on which the Payment Amount debited will be posted to my/our Account (*the Payment Date*), within ten calendar days prior to the Payment Date of the first PAD, and such notice shall be provided any time there is a change in the Payment Amount or the Payment Date(s).
 - b. with respect to variable amount PADs, notice of the Payment Amount prior to the Payment Date of every PAD; and ten days written notice should the fee schedule amount change.

Please refer to the fee schedule in your Parent Package so you are aware of daily rates.
 - c. with respect to a PAD plan that provides for the issuance of a PAD in response to a direct action of mine/ours (such as, but not limited to, a telephone instruction) requesting the Payee to issue a PAD in full or partial payment of a billing received by me/us for a payment obligation that meets the requirements of Section 2 or Rule H4, no notice is required.
8. The Payee may issue a PAD *Monthly* in a dollar amount up to a maximum of \$
9. I/We agree that should my payment not clear for any reason the PAD will re-try within three days. There is a \$20 NSF fee for this service.
10. I/We agree that the information contained in the Authorization may be disclosed to Royal Bank of Canada as required.
11. I/We understand and accept the terms of participating in this PAD plan.

(Signature of Payor)

(Date - YYYY/MM/DD)

(Signature of Payor)

(Date - YYYY/MM/DD)

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(Parent's signature)

(Date - YYYY/MM/DD)

(Team Coordinator's signature)

(Date - YYYY/MM/DD)

(Centre Name)

(Date - YYYY/MM/DD)

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

PAYOR'S AUTHORIZATION FOR PRE-AUTHORIZED DEBITS

(For out your records)

1. Payor's name and address. Please print.

I/We warrant and represent that the following information is accurate.

Mr. Mrs. Ms. Miss _____
(circle) (Surname) (First name)

Address: _____
(Street) (Town) (Postal code)

Telephone number: _____

Child 1: _____
(Surname) (First name) (Centre)

Child 2: _____
(Surname) (First name) (Centre)

Child 3) _____
(Surname) (First name) (Centre)

Child 4: _____
(Surname) (First name) (Centre)

(Name of Payor's Financial Institution - *the Processing Institution*)

Account Number: -

(Street) (Town) (Postal Code)

I/We have attached a specimen cheque marked "VOID" to this payor authorization. (*the Authorization*).

I/We inform the Payee, in writing, of any change in the information provided in this section of the Authorization prior to the next due date of the PAD.

2. Payee's Name and Address. (Please print.)

Name of Payee (*the Payee*): Westminster Children's After School Society

Address: 811 Royal Avenue, New Westminster, BC V3M 1K1
(Street) (Town) (Postal code)

Telephone number: (604) 540-1688

WESTMINSTER CHILDREN'S AFTER SCHOOL SOCIETY

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- 4. I/We warrant and guarantee that all persons whose signatures are required to authorize withdrawals from the Account have signed the authorization below.
- 5. I/We hereby authorize the Payee to issue Pre-Authorized Debits (as defined in Rule H4 of the Rules of the Canadian Payments Association) (*the PAD*) drawn on the Account, for the following purpose:
Out of School Childcare Monthly Parent Fees.
- 6. I/We may cancel the Authorization at any time upon providing one (1) month written notice to Westminster Children's After School Society that Childcare Services are no longer required.
- 7. The Payee will provide to me/us, at the address provided in Section 1:
 - a. with respect to fixed amount PADs, written notice of the amount to be debited (*the Payment Amount*) and the date(s) on which the Payment Amount debited will be posted to my/our Account (*the Payment Date*), within ten calendar days prior to the Payment Date of the first PAD, and such notice shall be provided any time there is a change in the Payment Amount or the Payment Date(s).
 - b. with respect to variable amount PADs, notice of the Payment Amount prior to the Payment Date of every PAD; and ten days written notice should the fee schedule amount change.

Please refer to the fee schedule in your Parent Package so you are aware of daily rates.
 - c. with respect to a PAD plan that provides for the issuance of a PAD in response to a direct action of mine/ours (such as, but not limited to, a telephone instruction) requesting the Payee to issue a PAD in full or partial payment of a billing received by me/us for a payment obligation that meets the requirements of Section 2 or Rule H4, no notice is required.
- 8. The Payee may issue a PAD Monthly in a dollar amount up to a maximum of \$ _____
- 9. I/We agree that should my payment not clear for any reason the PAD will re-try within three days. There is a \$45 NSF fee for this service.
- 10. I/We agree that the information contained in the Authorization may be disclosed to Royal Bank of Canada as required.
- 11. I/We understand and accept the terms of participating in this PAD plan.

(Signature of Payor)

(Date - YYYY/MM/DD)

(Signature of Payor)

(Date - YYYY/MM/DD)